**MIN and MAX**

* The min and max options are used in Excel to find minimum and maximum values in a group of numbers.
* It is specially useful with large groups because its much easier and quick than looking for this values manually.
* Click on a cell apart, click the “equal” (=) sign and type min or max, depending on what value you want to find.
* Then select the MIN or MAX option that will appear after you type it, and you´ll have “=MIN(“ or “=MAX(“.
* You can also type in manually with capital cases and the parenthesis and you will have the same results.
* Then, you select the group of numbers that you are using and the cell coordinates will be shown in blue.
* Click enter, and the maximum (if you wrote MAX) or minimum (if you wrote MIN) values in the information you selected will show.